

**Series 100 - Overview**  
**Organizational & Executive Management**  
**ADS CD 19**  
**07/19/2000**

Functional Series 100: Organizational & Executive Management (Replaces HBs 5 & 17)

This overview is divided into three sections:

- 1) The first section lists the names, phone numbers, and office symbols of those authors responsible for specific chapters.
- 2) The second section highlights new and updated material in the ADS chapters and/or references for ADS CD 19.
- 3) The third section restates information provided in previous (DR-CD 11 & ADS CDs 12 through 18) Overview files for Series 100.

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**SECTION I**

**List of Series 100 ADS Authors**

<b>SERIES 100 - ORGANIZATIONAL AND EXECUTIVE MANAGEMENT</b>			
<b>No.</b>	<b>Chapter Title</b>	<b>Responsible Office</b>	<b>Point of Contact</b>
101	Agency Programs and Functions	M/HR/PPIM/PP 2.09-22 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936
102	Agency Organization	M/HR/PPIM/PP 2.09-22 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936
103	Delegations of Authority	GC/LP 6.06-082 RRB Washington, DC 20523-6610	Jan Miller 202-712-4174
104	Performance of Commercial Activities within USAID	M/HR/PPIM/PP 2.09-22 RRB Washington, DC 20523-2900	Deborah Lewis 202-712-0936 Lawrence Brown 202-712-1074
105	Committee Management	M/MPI/MIC 2.10-008 RRB Washington, DC 20523-2101	Lorraine Morton 202-712-0921
106	Order of Succession During a National Security Emergency	GC/LP 6.06-082 RRB Washington, DC 20523-6610	Jan Miller 202-712-4174

**SECTION II**

## **New and Revised Series 100 Chapters and References for ADS CD 19**

### **Chapter 103, Delegations of Authority**

ADS chapter 103 was revised substantively in section 103.3.10.2 and revised editorially throughout the chapter.

### **SECTION III**

## **Restated Information from ADS CD 12 through ADS CD 18 and DR-CD 11**

### **ADS CD 18**

#### **Chapter 101, Agency Programs and Functions**

For ADS CD 18 this chapter has substantive changes in the areas of the Office of Procurement Executive (M/PE), the Office of Human Resources (M/HR), the Bureau for Policy and Program Coordination (PPC), the Bureau for Global Programs, Field Support and Research (G), the Bureau for Legislative and Public Affairs (LPA), the Office of the General Counsel (GC), the Bureau for Asia and the Near East (ANE), and the Bureau for Europe and Eurasia (E&E). These changes are in sections E101.5.1d, E101.5.1e, E101.5.1f, E101.5.1g, 101.5.1l, 101.5.1l, E101.5.1l(2), and E101.5.1l(4). Editorial changes were also made throughout this chapter.

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### **ADS CD 17**

#### **Chapter 103**

Both substantive and editorial changes were made to ADS Chapter 103. Changes were made to acting and orders of succession and to information on the Office of Security. A new mandatory reference was added, Senior Deputy Assistant Administrators (10351bm1). Substantive changes appear in sections 103.5, 103.5.1, 103.5.1b, 103.5.3, 103.5.7a, 103.5.19, 103.5.20, and 103.7

#### **Chapter 106**

Chapter 106 has been revised editorially and substantively throughout. In addition, a link has been established to the new authority, FPC 65 (fpc65899). Substantive changes were made to every section except 106.4 and 106.6.

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### **ADS CD 16**

## Chapter 101

Both substantive and editorial changes were made throughout the chapter. Substantive changes were made in sections 101.1, 101.3, 101.5.1, and E101.5.1j.

## Chapter 102

Both substantive and editorial changes were made to the chapter. Substantive changes were made in sections 102.3, 102.4, E102.5.1, E102.5.1b, 102.5.2, 102.5.3 & E102.5.3, 102.5.4 & E102.5.4, 102.5.6, 102.5.7 & E102.5.7, 102.5.8, and 102.5.9 & E102.5.9.

## Chapter 103

Both substantive and editorial changes were made to the chapter. Substantive changes were made to sections 103.5.8o and 103.5.14a.

## Chapter 104

Substantive changes were made to sections 104.1, 104.3, 104.5.1 and E104.5.1. Revised OMB Circular A-76 was placed on ADS CD 16.

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## ADS CD 15

ADS 101: M/HR is the responsible office for this chapter. There were numerous changes made to this chapter.

ADS 103 - Chapter 103 has a new section, 103.5.16. Additionally, there were several other small changes made to the chapter.

- a. The glossary term in the 103.4 section were changed to initial capitals.
- b. The Table of Contents was updated to reflect the list of Mandatory References for this.
- c. Section 103.5.8g paragraph 5)a.3. was renumbered to be paragraph 5)a.2.

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**ADS CD 14** - There were no new chapters or revisions for ADS 14.

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## ADS CD 13

ADS 103 is the only chapter in Series 100 with changes for ADS CD 13.

## 103 DELEGATIONS OF AUTHORITY

Editorial changes to 103.5.1 and 103.7 Mandatory References. An addition has been made to 103.5.8j to clarify its meaning.

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### **ADS CD 12**

## 101 AGENCY PROGRAMS AND FUNCTIONS

The chapter was revised in the following sections: 101.5.1c, E101.5.1c, E101.5.1d, E101.5.1e, E101.5.1k(2), and E101.5.1k(4). The chapter was also reformatted in its entirety and minor editorial changes made throughout.

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### **DR-CD 11**

A new Policy section was added to ADS 103. The new section is 103.5.20. Additionally, a new reference was included in the .6 section of this chapter.

No changes within the following ADS chapters:

- 101 - Agency Programs and Functions
- 104 - Performance of Commercial Activities within USAID
- 105 - Committee Management
- 106 - Order of Succession During a National Security Emergency

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